TERM SUMMARY

This instruction guide will walk you through how to view a Term Summary via the Student Services Center.

NAVIGATION

Use the following navigation to navigate to the Student Services Center:

1. Click the NavBar icon  
2. Click Main Menu  
3. Click Student Information System  
4. Click Campus Community  
5. Click Student Services Center

PROCESS

Use the following steps to add a student to the Class Permissions list:

1. Enter the student’s UFID in the ID field  
2. Click the Search button
3. Click the Academics tab

![Image of Student Services Center]

4. Scroll down to view the Term Summary

![Image of Term Summary]

**Note:**

Check to see if students are term activated (set up for a term of registration), in the correct career. In the above example, the student is term activated for 2188 under the Law career. This is especially important for concurrent/joint degree seeking students.
5. You can also view the total units in progress on this page

FOR ADDITIONAL ASSISTANCE

**Technical Issues**
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

**Policies and Directives**
Office of the University Registrar
352-392-1374
registrar.ufl.edu